

*This document is part of the Club Protocols and shall be displayed in the club boathouse and on the club website.*

HAZARD		SAFETY MEASURE	
BOATING		<p>Club protocols require that: During their training, and by review, coaches are advised that:</p> <ul style="list-style-type: none"> <li>○ There rests upon, those in charge of others, a special responsibility to ensure that adequate and continuing precautions are taken to prevent accidents.</li> <li>○ The nature of the responsibility which a coach has for the safety of a participant should be given careful attention.</li> <li>○ Coaches are expected and asked to upgrade and update their qualifications regularly in line with NGB guidelines</li> <li>○ Coaches are to know and inform their trainees of all the information appropriate to their activity in this document and in the club's safety protocols and notices as and when they appear.</li> <li>○ There is continual appraisal and discussion between club representatives, coaches / volunteers and all active club members.</li> <li>○ Coaches should point out to trainees the locations of Club protocols in the boat house and on the Club website.</li> </ul> <p>The Club requires that:</p> <ul style="list-style-type: none"> <li>○ There are club safety officer/s reporting to GMC</li> </ul>	
SPECIFIC HAZARDS			
Local		<p><i>The Club operates from</i></p> <ul style="list-style-type: none"> <li>○ <i>Our site off Meadow Lane Oxford</i></li> <li>○ <i>Sites away from Oxford</i></li> <li>○ <i>The Club uses other local rivers and streams, and the Oxford Canal</i></li> </ul> <p>Club protocols require that:</p> <ul style="list-style-type: none"> <li>○ Risk assessments are in place for local and away activities and for any off-water activity including travel.</li> <li>○ There is a Club protocol for use of our trailers which is to be displayed in our boathouse and on our website.</li> </ul>	
<p>Club protocols require that:</p> <ul style="list-style-type: none"> <li>○ The hazards listed below are known to all coaches and pointed out to users by coaches when appropriate.</li> </ul> <p>The Club Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ There are notices in the boathouse warning of local hazards</li> <li>○ Water conditions (flags) are shown on our website</li> <li>○ The location of local 'flags' are known to members and visitors</li> </ul>			
Particular local hazards	Bridges	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding flow at bridges are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with local bridges when conditions demand it.</li> </ul>	
	Locks	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding locks are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn of the hazards associated with locks.</li> </ul>	

			<ul style="list-style-type: none"> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with locks when conditions demand it.</li> </ul>
		Weirs	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding weirs are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn of the hazards associated with local weirs.</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with weirs</li> </ul>
		Flow	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Information regarding flags and what they mean are shown on notices in the boathouse and on the Club website</li> </ul> <p>Hazards regarding flow.</p> <ul style="list-style-type: none"> <li>○ Coaches are instructed to warn of the hazards associated with river flow</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with flow</li> </ul>
		non-motorized river users	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with other non-motorized river users.</li> </ul>
		Motor boats	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Coaches are instructed to warn of the hazards associated with motor boats.</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with motor boats when conditions demand it.</li> </ul>
		Weil's Disease	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding Weil's Disease are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn of the hazards associated with Weil's Disease.</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with Weil's Disease when conditions demand it, such as conditions of slow flow. members and users are advised to wash their hands after training and before eating, never to share drinking bottles, to use drinking bottles with a double cap one inner one outer..</li> </ul>
		Seasonal Weather	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with seasonal weather when conditions demand it.</li> </ul>
		Hypothermia	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding Hypothermia are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn of the hazards associated with Hypothermia</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with Hypothermia when conditions demand it ,such as cold weather</li> </ul>
<p><i>Members and users are asked to consult with members experienced with local water before going out – particularly if using side streams or going close to weirs our other hazards.</i></p>			

<p>Hazards specific to local water</p>	<p>Thames <i>This list is not comprehensive nor can it be, users must employed due care at all times.</i></p>	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding flow are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn of the hazards associated with local bridges.</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with any Thames usage.</li> </ul> <p><i>Some of the hazards are :</i></p> <p><b>Bridges;</b> all bridges are hazards especially those with narrow arches <i>Before passage under or close to bridges members and users are required to seek instruction from a club coach as to their safe passage</i></p> <ul style="list-style-type: none"> <li>○ Folly</li> <li>○ Magdalen</li> <li>○ The railway bridge at Kennington</li> </ul> <p><b>Weirs;</b> all weirs are hazards <i>Before approaching weirs members and users are required to seek instruction from a club coach as to safety.</i></p> <ul style="list-style-type: none"> <li>○ Beyond the swimming pool at Long Bridges</li> <li>○ associated with Iffley Lock</li> <li>○ associated with Sandford Lock</li> <li>○ associated with Osney Lock</li> <li>○ associated with Kings Lock</li> <li>○ associated with any Thames lock</li> </ul> <p><b>Locks;</b> all locks present hazards in use. <i>Before using locks members and users are required to seek instruction from a club coach as to there safe use.</i></p> <ul style="list-style-type: none"> <li>○ Iffley Lock</li> <li>○ Sandford Lock</li> <li>○ Osney Lock</li> <li>○ Kings Lock</li> <li>○ any Thames lock</li> </ul>
	<p>Cherwell <i>This list is not comprehensive nor can it be; users must employed due care at all times.</i></p>	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding the Cherwell are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn of the hazards associated with the Cherwell. Coaches are instructed to warn members and users verbally of the hazards associated with the Cherwell.</li> </ul> <p><i>Some of the hazards are :</i></p> <ul style="list-style-type: none"> <li>○ Fast flow/weeds/overhanging trees/detritus</li> <li>○ Side stream flow</li> <li>○ Punts</li> <li>○ Non English speakers</li> </ul>
	<p>Oxford Canal <i>This list is not comprehensive nor can it be, users must employed due care at all times.</i></p>	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding using the canal are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn of the hazards associated with local canals.</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with local bridges</li> </ul>

			<p>when conditions demand it.</p> <p>Some of the hazards are :</p> <ul style="list-style-type: none"> <li>○ weeds/overhanging trees/detritus/locks/narrow boats/towpath violence/rape</li> </ul>
		<p>Other local water</p> <p><i>This list is not comprehensive nor can it be; users must employ due care at all times.</i></p>	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Hazards regarding local water are shown on notices in the boathouse.</li> <li>○ Coaches are instructed to warn new users of the hazards associated with local water.</li> </ul> <p>Some of the hazards are :</p> <ul style="list-style-type: none"> <li>○ Fast flow/weeds/overhanging trees/detritus</li> </ul>
		Fishing	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Coaches are instructed to warn of the hazards associated with fishing both on the water and on the bank.</li> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with angler's and their tackle</li> </ul>
		Swans	<p>The Safety Officer/s insure that;</p> <ul style="list-style-type: none"> <li>○ Coaches, members, and new users are aware of the dangers of avian flu and therefore should not approach dead or ill wildfowl including swans.</li> </ul> <p><u>Such occurrence should be reported by the observer to the EA.</u></p> <p>Swans; seasonal anger management</p> <ul style="list-style-type: none"> <li>○ Coaches are instructed to warn members and users verbally of the hazards associated with nesting and brooding swans when the season demands it.</li> </ul>

#### ON SITE ACTIVITIES

	Wet training	<p>The Safety Officer/s shall insure that;</p> <p>Coaches and members are aware of the Club protocols regarding training and that in addition they are aware of and inform their clients of:</p> <ul style="list-style-type: none"> <li>○ Danger of slipping while on the bank</li> <li>○ detritus on the river bottom</li> <li>○ the need of owning their own wellbeing by checking any boats or other equipment they use</li> </ul>
	On the bank	<p>The Safety Officer/s insure that;</p> <p>Coaches and members are aware of the Club protocols regarding training and that in addition they are aware of and inform their clients off:</p> <p>:</p> <ul style="list-style-type: none"> <li>○ Safe and proper Boat handling and lifting*</li> <li>○ Walking out boats</li> <li>○ Leaving paddles and blades etc where other may trip</li> </ul> <p><i>* The Safety officers will arrange opportunities annually for members to attend a lifting clinic.</i></p>
	On the water	<p>The Safety Officer/s insure that and that in addition they are aware of and inform their clients off:</p> <ul style="list-style-type: none"> <li>○ Coaches and members are aware of the Club protocols regarding river use and local usage understandings and rules</li> <li>○ That in addition they are aware of the need to use due</li> </ul>

		care.
	Dry training	The Safety Officer/s insure that; <ul style="list-style-type: none"> <li>○ Coaches and members and users are aware of the Club protocols regarding training and that in addition they are aware of the need to use due care</li> </ul>
<b>OFF-SITE ACTIVITIES</b>		
	Club events  Trailers	The Safety Officer/s insure that; <ul style="list-style-type: none"> <li>○ Coaches and members are aware of the Club protocols regarding any activity away from our site and that in addition they are aware of the need to use due care</li> <li>○ That club protocols are followed regarding the use of the trailers and that those protocols are on display in the boat house and on the member's website.</li> </ul>
	Private Trips and individual activity	The Safety Officer/s insure that; <ul style="list-style-type: none"> <li>○ Coaches and members are aware of the Club protocols regarding any river use and local usage understandings and rules and that in addition they are aware that:</li> <li>○ Users are aware that FRCC only instruct for flat water conditions which will not equip users for other water conditions.</li> </ul> <p><i>Adult users must additionally to all else own their own wellbeing and safety and must act with due awareness and with what would be considered by a reasonable person as due care.</i></p>
<b>COACHING FOR SPEED AND PLEASURE</b>		
		Club protocols require that: <ul style="list-style-type: none"> <li>○ Responsibility for safety at an activity lies with the attending most senior coach.</li> <li>○ All equipment is subject to a strict check by coaches.</li> </ul> Common sense requires that; <ul style="list-style-type: none"> <li>○ Adult users must additionally to the above own their own wellbeing and safety and must act with due awareness and with what would be considered by a reasonable person as due care.</li> </ul>
	Pressure	The Safety Officer/s insure that coaches are aware that; Club protocols require that: <ul style="list-style-type: none"> <li>○ Safety of participants covers psychological and emotional as well as physical safety.</li> <li>○ Particular care is taken to ensure that no individual perceives themselves to have been put under excessive pressure to undertake a particular activity.</li> </ul>
	Fitness	The Safety Officer/s insure that coaches are aware that; Club protocols require that: <ul style="list-style-type: none"> <li>○ All participants are assumed to be fit to undertake the activity they declare themselves able to do and otherwise to make a medical declaration to the coaches.</li> <li>○ Minors are to make a medical declaration.</li> </ul>
	First aid	The Safety Officer/s insure that coaches are aware that; Club protocols require that: <ul style="list-style-type: none"> <li>○ The Coach shall arrange to have equipment and procedures to deal with medical emergencies.</li> <li>○ All Coaches shall be First Aid trained.</li> <li>○ All coaches working regularly with minors and vulnerable adults are to make a CRB declaration.</li> </ul>

	Capsize	Club captains will insure that training includes; Capsize drill Throwline practise Safety drill for rescuers CSOs and captains will organize an annual opportunity to train in Aquatic First Aid and in aquatic safety.
<b>SAFETY REVIEWS</b>		
<p>The safety measures will be subject to a regular review by the Club Committee at the instigation of the Club Safety Officer/s not less than once a year.</p> <p>A policy of review and reflective practise will follow any serious incident or, when seen as appropriate by GMC or CSO any near miss situation. This review will seek to positively encourage good practise and will seek to fix the problem not the blame.</p> <p>It will normally involve incident observers, relevant coaches and CSOs, and if needed representatives of GMC and or moots.</p>		
<b>SAFETY RULES</b>		
	Club protocols require that: GMC is responsible in collaboration with CSOs that safety rules are part of the club protocols and are open to inspection by members and all users.	<ul style="list-style-type: none"> <li>○ Coaches are responsible for ensuring that their activities be controlled by adequate written safety rules. <ul style="list-style-type: none"> <li>○ They have to satisfy themselves that these rules are known to and understood to participants and that the rules are observed by all in the group including the coaches.</li> </ul> </li> <li>○ Safety Rules will not be changed or discarded without the approval of the club committee.</li> </ul>
<b>RISK ASSESSMENTS</b>		
	Regular activities.	Club protocols require that: <ul style="list-style-type: none"> <li>○ Risk Assessments shall be completed for all regular activities.</li> </ul>
	Site specific risk assessments	Club protocols require that: <ul style="list-style-type: none"> <li>○ Site specific risk assessments are undertaken for all regularly used activity sites</li> </ul>
<i>There are two types Risk Assessments</i>		
	Off site and <b>dynamic risk</b> management <i>This is about activity away from the site where changing situations will call for a active risk management by coaches</i>	Club protocols require that: <ul style="list-style-type: none"> <li>○ Risk Assessments shall be completed for all off site activities by the coach or group leader of the activity. <i>A standard form will be readily available to this end from the boathouse or on the Club website.</i></li> <li>○ That club activity away from the site shall have a leading coach with the suitable NGB dynamic risk qualifications indicating a capability to deal with arising and or developing hazards</li> </ul>
	<b>On site activity risk</b> assessment <i>This is mostly about regularly repeated local activity</i>	Club protocols require that: <ul style="list-style-type: none"> <li>○ Risk Assessments shall be completed for all on site activities by the coach or group leader of the activity. <i>A standard form will be readily available to this end from the boathouse or on the Club website.</i></li> </ul>
<p>Regarding the risk assessment form Club protocols shall require that:</p> <ul style="list-style-type: none"> <li>○ Risk assessments will be written by the lead coach for any new activity and that whenever possible trainee coaches will shadow the process</li> <li>○ The completed risk assessments forms will be submitted to the appropriate club safety officer by</li> </ul>		

	<p>email in due time for it to be reviewed and signed off and returned by that officer with suggestions if deemed appropriate by the CSO</p> <ul style="list-style-type: none"> <li>○ Copies of all risk assessment forms will be filed by the CSO and by the lead coach for possible future use and review; the file to be kept where it can be inspected by members, moots and officers of the club.</li> </ul>
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### INCIDENT REPORTING & SAFETY MONITORING

	<p>For the purposes of recording, the term “incident” includes accidents, illnesses onset, behavioural incidents and ‘near misses’.</p> <p>These are further classified as Serious, Significant or Minor</p>
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	<p><b>Serious</b></p> <p>When a serious incident the safety Officer is to be informed by telephone or email.</p> <p>An incident is “Serious” if it is a major bone fracture or similarly incapacitating injury, or if there is a risk of permanent disability or danger of death.</p> <p>As soon as possible after any incident the Coach involved must complete an incident report</p>
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	<p><b>Significant</b></p> <p>Significant incidents include near misses or minor injuries that inform us about possible defects in our systems.</p> <p>As soon as possible after any incident the Coach involved must complete an incident report</p>
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	<p><b>Minor</b></p> <p>Minor incidents generally need no further attention.</p>
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	<p>It is Club policy that serious incidents shall be investigated by the Safety Officer the terms of reference for the Safety Officer making such an investigation are as follows:</p>
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	<p>To acquaint themselves with the circumstances of the incident by discussion with onlookers.</p> <ul style="list-style-type: none"> <li>○ To establish a cause/s.</li> <li>○ To give an opinion of whether blame is attributable.</li> <li>○ To make recommendations for preventing recurrence.</li> <li>○ To fix the problem (not the blame).</li> </ul>
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### HEALTH

<p><b>Juniors</b></p> <p><i>The formulation of these guidelines are informed by The NSPCC guide ‘Firstcheck’.</i></p> <p>T020 7825 7422</p>	<p>It is the JNR coordinators role to see coaches working with JNRs are observant of club Protocols including those relevant to Jnr including:</p> <ul style="list-style-type: none"> <li>○ All juniors are required to have completed a medical declaration form before entering on an activity with the Club.</li> <li>○ Forms should be vetted to ensure that participants are sufficiently healthy to take part in the activity. Attention should be paid to the danger of over-strain, especially while participants are not fit, or suffering from an infection, and care taken to see that the tasks assigned are not beyond the capacity of those undertaking them.</li> <li>○ Note should be taken of the differing abilities of children</li> </ul>
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<p><b>Vulnerable adults</b></p>	<p>Coaches working with older users shall be observant of all relevant club protocols: and in addition</p> <ul style="list-style-type: none"> <li>○ All 50 plusses are required to have completed a medical declaration form before entering on an activity with the Club.</li> <li>○ Forms should be vetted to ensure that participants are sufficiently healthy to take part in the activity. Attention should be paid to the danger of over-strain, especially while participants are not fit, or suffering from an infection, and care taken to see that the tasks assigned are not beyond the capacity of those undertaking them.</li> <li>○ Note should be taken of the differing abilities and preferences of older</li> </ul>
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		people.
<b>FIRST AID</b>		
	Equipment	CSOs and attending coaches shall insure that First Aid equipment must be immediately available during all activities and at all locations.
<b>MAINTENANCE OF EQUIPMENT</b>		
		<ul style="list-style-type: none"> <li>○ Operational equipment, e.g. boats and other equipment, must be well maintained and subject to frequent inspection by the Club Captains.</li> <li>○ No equipment which has a working life recommended by the maker or supplier is to be used for training when that life has expired.</li> </ul>
<b>NEW ACTIVITIES</b>		
		<p>Club captains shall insure that;</p> <ul style="list-style-type: none"> <li>○ No new activity shall be undertaken until a specific Risk Assessment has been completed.</li> </ul>
<b>THE PSYCHOLOGICAL SAFETY AND WELL-BEING OF COURSE PARTICIPANTS</b>		
	<i>It is the policy of the Club to create a supportive and caring environment for course participants.</i>	<p>Coaches shall insure that no course participants are knowingly and deliberately put in a situation of excessive physical or mental stress.</p> <p>Coaches are to explain to participants what is required and to ensure that no-one is left unclear about the nature of an activity</p>
<b>CHILDREN and VULNERABLE ADULTS; PROTECTION</b>		
	<i>The Club has arrangements to ensure that members working with children or vulnerable adults have been screened as appropriate and strict procedures are used to deal with disclosures, allegations or any other children or vulnerable adults protection issues. The Club has a nominated children or vulnerable adults Protection Officer whose responsibility it is to maintain relevant standards within the Club. (External agencies should be involved in such cases as appropriate.)</i>	
	Disclosures	<p>GMC shall insure that</p> <ul style="list-style-type: none"> <li>○ Disclosures or allegations of improper behavior made by children or vulnerable adults should be treated with seriousness and sensitivity</li> <li>○ Appropriate Club Protection Officers must be informed of any allegations of improper behavior toward children or vulnerable adults</li> </ul>
<b>FIRE</b>		
	extinguishers	<p>CSOs shall insure that fire extinguishers are kept in the boathouse. They are to be inspected and serviced at regular intervals in addition that it is common knowledge that;</p> <ul style="list-style-type: none"> <li>○ In the event of fire at the boathouse the building is to be evacuated immediately and help summoned.</li> <li>○ Phone numbers are shown in the boathouse but your first call should be 999 or 112.</li> <li>○ That users do not return to the boathouse after reporting a fire until it is declared safe to do so by a qualified person.</li> </ul>
<b>VEHICLES</b>		
	vehicles	<p>It is the driver's responsibility that care should be exercised in the use of vehicles, especially when transporting participants, Vehicles must be roadworthy and adequately insured.</p> <p>For trailers see trailers above.</p>
<b>DEEP WATER</b>		
		Users must be competent when properly equipped in deep water.